

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5156 **TITLE:** CODE ENFORCEMENT/COMPLAINT COORDINATOR I
GRADE: S-18

DEFINITION:

Under close supervision, performs entry-level work in the investigation and resolution of complaints and inquiries concerning alleged violations of codes, ordinances and regulations pertaining to new construction, use and upkeep of existing buildings in the County or evaluates permits, plans and specifications for compliance with codes, ordinances, regulations and policies; provides technical assistance regarding provisions of the Public Facilities Manual (PFM) and other regulations concerning land-disturbing activity; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class series includes positions that enforce the Virginia Uniform Statewide Building Code and applicable codes, ordinances and policies related to new construction in the County. Positions assigned to the Code Enforcement/Complaint Coordinator I class perform code enforcement and complaint resolution duties which are more routine, less complex and narrower in scope than work at the Code Enforcement/Complaint Coordinator II level. This class is typically used as a trainee, underfill level, with noncompetitive promotion progression to the full performance Code Enforcement/Complaint Coordinator II class.

ILLUSTRATIVE DUTIES:

Assists higher-level employees with the investigation of complaints concerning new construction sites and structures;

Performs the simpler assignments in reviewing and analyzing less involved complaints to determine adherence to Departmental policy and appropriate codes, ordinances and regulations; Acts as liaison between individuals and/or small groups of property owners and builders in assisting with the determination or equitable solutions to disputes;

Assists more senior Code Enforcement/Complaint Coordinator staff with preparations for and prosecutions of criminal and civil court cases;

Acts on code violations, assisting with the preparation of appropriate notices of violations, summonses and subpoenas;

Prepares routine reports concerning issues related to permits, contractor licenses, addresses, etc and/or complaint resolution procedures, policies and status;

Reviews Permit processing procedures to analyze efficiency, determine if there are faster, more cost effective methods, and recommend changes to enhance the procedures;

Assists other staff by researching specific provisions of codes, ordinances, and policies to clarify a provision or to determine if a permit meets the provisions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the building construction field and of the codes and ordinances which apply to building construction in the County;

Knowledge of court proceedings (Code Enforcement Branch only);

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Ability to assist in the preparation, analysis and presentation of reports;

Ability to assist in collection and review of data and information as required;

Ability to speak effectively in front of a group, and establish and maintain effective relationships with others;

Ability to resolve disputes using conflict resolution techniques.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: August 14, 1996

ESTABLISHED: January 11, 1988